HYPERRHIZ STYLE SHEET

Once copyedited and sent to the editor, all articles are marked up using Hyperrhiz house style. To facilitate this process, please make use of the following recommendations:

- Use Word or similar processor. Do not send files in PDF format.

- Use an in-text citation style, preferably MLA. Retain footnotes for commentary only, and place all page references in-text.

- Do not format text or use non-default font styles. All these are stripped out in the course of marking up for delivery online. (Italics for emphasis are acceptable.)

- Do not use indents for paragraphing or blockquotes. Place a blank line between each paragraph; indicate blockquotes by writing BLOCKQUOTE and END BLOCKQUOTE in capital letters.

- Insert footnotes using the Word insert feature (rather than plain text).

- Note that we cannot accommodate requests to right or full justify text, since this presents a problem for readers with cognitive/visual disabilities.

- Where images or other media items are to be placed, indicate by writing INSERT MEDIA and the filename, along with desired caption. Provide image/media files separately (do not embed them in the document).

- All articles should be accompanied by a 1-paragraph abstract, a 1-sentence description (for indexing), a list of 6-10 key terms, and a 1 paragraph author bio.

- Please include or designate one image for each essay, and one for the table of contents, to act as the "default" image that will show up in (e.g.) search previews and sharing services such as Facebook and Twitter.